



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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GAIL FARBER, Director

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

October 12, 2010

24 OCTOBER 12, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**LOS ANGELES COUNTY WATERWORKS DISTRICT
NOS. 37, ACTON, AND 40, ANTELOPE VALLEY
AWARD OF CONSULTANT SERVICES AGREEMENT FOR
THE DEVELOPMENT AND UPDATE OF RISK MANAGEMENT AND
PROCESS SAFETY MANAGEMENT PLANS FOR WATERWORKS FACILITIES
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

SUBJECT

This action is to authorize the Director of Public Works or her designee to enter into a consultant services agreement for the development, update, and implementation of the Risk Management and Process Safety Management Plans for Waterworks facilities.

IT IS RECOMMENDED THAT YOUR BOARD ACTING AS THE GOVERNING BODY OF THE LOS ANGELES COUNTY WATERWORKS DISTRICT NOS. 37, ACTON, AND 40, ANTELOPE VALLEY:

Award and authorize the Director of Public Works or her designee to enter into a consultant services agreement with Risk Management Professionals, Inc., to develop Risk Management and Process Safety Management Plans for 8 drinking water disinfection facilities, to update the Risk Management and Process Safety Management Plans for 21 drinking water disinfection facilities in Acton and the Antelope Valley, and to provide as-needed services to implement the Risk Management and Process Safety Management Plans for a not-to-exceed fee of \$130,000, including \$14,720 for unforeseen additional work.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This action is to authorize the Director of Public Works or her designee to enter into a consultant services agreement with Risk Management Professionals, Inc. The purpose of the recommended action is to comply with the hazardous materials storage regulations of the California Occupational Safety and Health Administration, the Federal Environmental Protection Agency, and the California Accidental Release Prevention Program administered by the Los Angeles County Fire Department.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Public Safety (Goal 5) by ensuring that the Los Angeles County Waterworks District Nos. 37, Acton, and 40, Antelope Valley (Districts), comply with the State and Federal requirements for the storage of hazardous material.

FISCAL IMPACT/FINANCING

Financing for this agreement is included in the Fiscal Year 2010-11 Waterworks District No. 37 General Fund (N49) and District No. 40 General Fund (N63). The recommended agreement is for a not-to-exceed fee of \$130,000, including \$14,720 for unforeseen additional work. Additional work within this allowance will not be performed without prior written authorization from the Director of Public Works or her designee.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is Risk Management Professionals, Inc., located in Irvine, California. The term of the agreement shall commence on the date stipulated in the Notice to Proceed and, unless otherwise modified, shall terminate 5 years after the approval of the Risk Management and Process Safety Management Plans by the California Occupational Safety and Health Administration, the Federal Environmental Protection Agency, and the California Accidental Release Prevention Program administered by the Los Angeles County Fire Department.

The award of the contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. The contract contains terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work Programs (GROW), Board Policy No. 5.050; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board directed clauses that provide for contract termination or renegotiation.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378(b)(4) of the California Environmental Quality Act (CEQA) Guidelines, approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA.

CONTRACTING PROCESS

On March 29, 2010, the Department of Public Works (Public Works) mailed, electronically mailed, and placed on the County's bid website a Request for Proposals (RFP) to 27 firms in order to establish a select list of qualified firms for the project.

On May 10, 2010, two proposals were received. The proposals were first reviewed to ensure they met the minimum requirements in the RFP. The proposals, having met these requirements, were evaluated by a committee of Public Works staff. Based on the committee's evaluation, it is recommended that this contract be awarded to Risk Management Professionals, Inc. The committee's evaluation was based on criteria described in the RFP, which included the technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. We believe the contractor's price is reasonable for the work requested. The evaluations were completed without regard to race, creed, color, or gender.

Participation by Community Business Enterprises (CBE) is encouraged through Public Works' CBE Outreach Program and the requirement that consultants demonstrate their good faith efforts to utilize CBEs. Risk Management Professionals Inc., is aware of Public Works' CBE Outreach Program, and its proposed CBE participation is on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended consultant services.

CONCLUSION

Please return two adopted copies of this letter to the Department of Public Works, Waterworks Division.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER
Director

GF:AA:lr

c: Chief Executive Office
County Counsel
Executive Office